IT Internship

**Sandalwood Academy of Information Technology**

**2013-2014**

Instructor: Mr. Khalil

Room: 101

Telephone: (904) 646-5100 x2101

Email: khalilm@duvalschools.org

**REQUIRED**: Paper and writing utensil. Notebook. USB thumb drive.

**TOPICS COVERED:** Various career skills. Setting/attainment of goals. Job hunting & interviews.

**COURSE STRUCTURE**

Tests/Exams/Projects 50-250 points each (usually 100)

Bell Work/Mini-Quizzes 1-5 points each

Homework/Classwork 5-50 points each

**GRADING:** A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 0-59%. One earned teacher-approved certification on your goal list gives a minimum grade of “B”.

**Tests and Exams** are based on classwork and homework. Make-ups are only given after school.

**What are your plans and goals?** All students are required to create a resume, apply for an IT internship, and are required to hone their interview skills. Many of you will be applying to colleges. All students are required to set goals and deadlines at the beginning of the year, and they will be revisited regularly. You will:

1. **Set goals**.
2. **Set action plan**: Determine what actions you need to do to accomplish those goals.
3. **Complete action plan**: Do what you determined in step 2.
4. **Revisit** regularly (at least every two weeks) to readjust goals/action plan until goal accomplished.
5. **Repeat:** Return to Step 2.

**Bell Work/Mini-Quizzes** should be simple. No make-ups for unexcused absences or tardies.

**Assignment Headings:** (a.) First/Last Name, (b.) Date, (c.) Period, (d.) Assignment.

**Make-Up Policy:** You have as many days to make up your work as you missed (excused absence).

**Discipline**, both individually and as a classroom, is critical to learning. This is a “Career Education” course. You are here not only to learn about computers, but also to learn how to be a mature adult in the workplace. This includes being on time, meeting deadlines, and working well with others. The standards for behavior here are higher than other classes. You should know that inappropriate use of computers is a Class 2 offense (like fighting). Any violations will be taken extremely seriously. So, although I’m sure this will not be a problem, please be aware: **repeated discipline issues may result in your removal from both the class and the Academy**.